

CONSTITUTION  
OF THE  
ASSOCIATED STUDENT BODY  
OF  
CALVARY CHAPEL HIGH SCHOOL  
Revised and Ratified as of November 15, 2018

PREAMBLE

We the students of Calvary Chapel High School, consistent with all legal guidelines, do hereby establish this constitution to provide the best means of executing school business and representing student opinions.

ARTICLE I

NAME:

The name of this organization shall be "The Associated Student Body."

ARTICLE II

PURPOSE:

The purposes of the ASB shall be (a) to provide meaningful student-sponsored social opportunities for member students; (b) to foster constructive communication and interaction between the members, the administration, and the faculty; (c) to coordinate the activities of student organizations; (d) to develop a relationship with other student associations with similar objectives; and, (e) to provide opportunities in which members may develop leadership qualities.

ARTICLE III

MEMBERSHIP:

Every student enrolled in Calvary Chapel High School shall automatically become an active member. Active members are entitled to:

- A. Applying to serve as a member of the Associated Student Body.
- B. Participating in CIF athletic competitions when in accordance with CIF rules.
- C. Vote in ASB elections, Class elections, and Special Elections when in accordance with election procedures.
- D. Participate in school clubs and organizations when in accordance with club constitutions.

ARTICLE IV

PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Revised" shall govern the proceedings of all ASB organizations unless inconsistent with the stipulations of the Constitution, Bylaws, or Handbooks of ASB.

ARTICLE V

ASB STUDENT LEADERSHIP LIFESTYLE AGREEMENT

All ASB personnel shall be required to sign the ASB Student Leadership Lifestyle Agreement before entering the term of office for their respective position. The contract shall hold ASB personnel accountable to themselves, their colleagues, the students they serve and the community they represent. The contract will consist of a "no suspension" policy, a 25 point system count, etc.

## ARTICLE VI

### THE BOARD OF DIRECTORS EXECUTIVE DUTIES AND FUNCTIONS

**Section 1.** The executive functions of ASB shall be performed by the Board of Directors, comprising the President, Vice President, Director of Finance, Director of Facilities, Director of Public Relations, Director of Pep and Spirit, Director of Media, Director of Design, Director of Publicity, Director of Activities, and the Freshman, Sophomore, Junior, and Senior Class Presidents.

**Section 2.** The Board of Directors is authorized to establish policies and implement plans in accordance with the objectives of Calvary Chapel High School and the ASB, unless the right to do so is herein specifically reserved for the action of other councils. The authority of the Board of Directors shall include, but not be limited to, provision for the following items, which shall be established in the "Bylaws of the Associated Student Body" and/or in the policy manual for each office of the Board of Directors.

- A. Standing committees chaired by members of the Board of Directors to which specific authority vested in the Board may be delegated;
- B. Printing of student publications deemed helpful in achieving the objectives of ASB;
- C. Financing to support ASB activities;
- D. Penalties for violations of constitutions or bylaws herein provided for.

**Section 3.** The Board of Directors is authorized to represent members of the ASB in establishing statements of student rights or developing an honor code, in conjunction with the administration and faculty of Calvary Chapel High School. The right to provide for the selection of student members to any committee established by Calvary Chapel High School, which invites student membership, is reserved for the Board of Directors, unless the High School itself makes the appointments.

**Section 4.** The Board of Directors shall take action at meetings scheduled regularly by the Board, or at special meetings called by the President or a petition of four members of the Board. A quorum of four members shall be required for formal action. The modes of formal action shall be as follows:

- A. "Motions" shall demand action in matters, which are within the jurisdiction of the Board of Directors. A simple majority of members present shall be required for the adoption of a motion. Motions shall be recorded in the meeting minutes.
- B. "Resolutions" shall express the opinion of the Board of Directors as the representative arm of ASB. All resolutions shall be dated and addressed to specific groups or persons. A two-thirds majority of the Board of those present shall be required for the adoption of resolutions. They shall be recorded in the meeting minutes.
- C. "Policy" statements shall reflect the opinion of the Board of Directors in establishing continuity of procedure. Policy statements shall be dated and addressed to specific persons or groups affected by the policy. A two-thirds majority shall be required to adopt or rescind policies. Such actions shall be recorded in the meeting minutes.

D. "Bylaws" shall establish procedures by which this document may be enacted. The last section of each Bylaw shall stipulate under what officer's jurisdiction in which its implementation lies, and on what date it will become effective. The establishment or revision of a Bylaw shall require five affirmative votes at each of three Board meetings, which are at least six days apart. Prior to the second vote, the proposed Bylaw must be published at least twice in documents available to all members of the ASB. Prior to the third vote, members of the ASB shall be given opportunity to comment on the proposed bylaw at a public hearing, which has been announced on each of the three preceding days in which classes have been in session.

## ARTICLE VII OFFICERS OF THE BOARD OF DIRECTORS

The duties and privileges of officers of the Board of Directors shall be enumerated and completed in the Bylaws and Handbooks according to the following provisions:

**Section 1.** The ASB President shall manage the internal affairs of the Board of Directors; chair Student Congress represent the Board to members of the ASB, the administration and faculty of Calvary Chapel High School, local community, and other student associations; and shall be a member ex-officio to any CCHS Administrative or Faculty committee to which the Board must appoint members.

**Section 2.** The Director of Activities shall provide for a well-rounded program of student-sponsored social activities for the student body including but not limited to: Back to School Luau, Homecoming, Winter Formal, Sadie Hawkins, and Prom.

**Section 3.** The Director of Publicity shall provide publicity for all programs directly under the auspices of the Board of Directors, and publicity facilities for all ASB organizations. The Director shall oversee and regulate pieces for posting throughout campus wide events that fall directly under the ASB Board of Directors. The Director of Publicity will receive a chosen Publicity team to which the director is able to receive assistance from in carrying out his work.

**Section 4.** The Director of Facilities shall maintain the organization and cleanliness of the ASB Clubroom and storage unit, fulfill the itemized needs the Board of Directors, as well as, facilitate and oversee Frequent Flyer cards.

**Section 5.** The Vice President shall maintain a typed manuscript of corrected and approved minutes which shall be found and placed for reference in the Calvary Chapel High School office at the end of the year, record all formal actions of the Board of Directors which are herein required, coordinate all school elections except for Student Congress Elections, submit logged meeting minutes into the ASB Google Drive at the end of every meeting, and provide secretarial service for the business of all members of the Board. The Vice President will also oversee much of the planning of Homecoming. They shall be required to connect all portions of the ASB together, keeping all in communication with one another. They are also required to enforce the Constitution and Bylaws, and assist the President in the management of ASB.

**Section 6.** The Director of Pep and Spirit shall maintain Pep Rallies, along with his appointed Pep and Spirit team. Homecoming and other spirited-affairs fall under the jurisdiction of the directors of Pep and Spirit. The Director of Pep and Spirit will preside over and plan all on

campus and off campus school events which the Director of Activities does not plan, such as lunch time activities. Homecoming and other spirited-affairs fall under the jurisdiction of the directors of Pep and Spirit.

**Section 7.** The Director of Finance shall oversee the financing of all ASB programs, ensure the proper oversight of all ASB accounts, oversee the business management of all student organizations, and provide purchasing services for all ASB programs.

**Section 8.** The Director of Media shall provide media in various forms (i.e. promo videos, photographs, etc) for all programs directly under the auspices of the Board of Directors, and maintenance of ASB publicity for all ASB organizations. The Director of Media shall maintain a photo account of every ASB event and activity for the given year.

**Section 9.** The Director of Design shall provide media in various forms (i.e. printed posters, digital designs, etc) for all programs directly under the auspices of the Board of Directors, and maintenance of ASB publicity for all ASB organizations. The Director of Design shall maintain a portfolio of every ASB event and activity design for the given year.

**Section 10.** The Director of Public Relations will prepare the agenda for and preside over Club President meetings and initiate any necessary disciplinary action regarding any organizational infraction of rules and regulations pertaining to clubs/organizations. Additionally the Director of Public Relations monitors club activities and serves as liaison between clubs and the ASB Board of Directors. Petitions or applications for new clubs will be reviewed and submitted to the ASB Board of Directors for approval. The Director of Student Relations will preside over school clubs and inter-school activities.

**Section 11.** The Class Presidents (Freshmen, Sophomore, Junior, Senior) shall preside over their perspective class council representatives and oversee all activities for their specified Cabinet. Meeting Minutes, Events, and other activities will be brought to the ASB Board of Directors for approval.

## ARTICLE VIII THE CLASS CABINET DUTIES AND FUNCTIONS

The duties and privileges of officers of the Class Council Representatives and Class Council Board shall be enumerated and completed in the Bylaws and Handbooks according to the following provisions:

**Section 1.** The executive functions of the Class Cabinet shall be performed by the Board of Directors ASB President, Vice President, and comprising of the Class Presidents, as well as Class Cabinet Members.

**Section 2.** The Class Cabinet are authorized to establish policies and implement plans in accordance with their grade levels, once consent has been given from the CCHS ASB Board of Directors.

**Section 3.** The Class Presidents (Freshmen, Sophomore, Junior, Senior) shall preside over their perspective class council representatives and oversee all activities for their specified Class

Cabinet. Events and other planned activities will be brought to the ASB Board of Directors for approval.

**Section 4.** The Class President and Class Cabinet shall collectively provide for a well-rounded program of student-sponsored social activities for their particular grade level. Including but not limited to: Homecoming, Class Points, Class Events, and Class Fundraisers.

**Section 5.** The Class President and Class Cabinet shall collectively provide ideas for all class publicity including pep rally signs, morning announcements, and requests for handmade signs for advertising class events.

**Section 6.** Duties and Responsibilities

A. The responsibilities of Class Cabinet members are as follows:

- i. To participate in dialogue on all issues and concerns brought forth by any Cabinet member or class President.
- ii. To be engaged in regular communication with members of the Cabinet about the issues discussed in meetings with the intent of representing those opinions.
- iii. To regularly attend meetings, with the understanding that failure to attend more than three meetings will result in a loss of class points.

ARTICLE IX  
OFFICERS OF LEADERSHIP TEAMS

The duties and privileges of the Leadership Team Members shall be enumerated and completed by the Bylaws and Handbooks according to the following provisions:

**Section 1.** The Vice President of the ASB Board of Directors shall be the presiding overseer of the Leadership Teams.

**Section 2.** The Vice President shall work alongside the Leadership Team Leaders to maintain order during weekly Leadership Team meetings. The Vice President shall take notes and keep track of attendance.

**Section 3.** It is the responsibility of the Leadership Team Members to attend weekly meetings and to stay informed of topics discussed at team meetings. Team Members will be graded according to attendance and participation at meetings and their team functions.

**Section 4.** Leadership Team Leaders are to inform team members of meeting times, maintain a controlled environment while meetings are in session, and work with team members for the bettering of the teams and to develop leadership skills.

ARTICLE X  
JUDICIAL FUNCTIONS

**Section 1.** Judicial functions of the ASB shall be performed by the collective ASB Board of Directors.

**Section 2.** The Board of Directors shall have authority to hear all cases concerning the following matters:

- A. Arbitration of election disputes;
- B. Appeal of fines levied by the Board of Directors;
- C. Withholding of service awards, moving to publicly censure elected officials of the ASB, or initiating recall procedures of elected officials who fail to comply with any provision specifically stated in the Constitution, Bylaws, and/or Handbooks of the ASB;
- D. Other matters designated in Bylaws by the Board of Directors.

## ARTICLE XI ELECTIONS AND APPOINTMENT

Excepting the roles of Class Presidents and ASB President, the ASB Board of Directors are not elected positions. Candidates may apply for the position, but must pass the application and interview process to be appointed to the ASB Board of Directors.

**Section 1.** All officers of the Board of Directors shall have maintained a grade point average of at least 3.0 the preceding semester. In addition they must have a cumulative grade point average of 3.0.

**Section 2.** All elected officers of the ASB Board of Directors, Leadership Teams, and Class Cabinets shall be members of the ASB and maintain a grade point average of 2.0 during each semester in which they serve. This GPA requirement shall be checked by the ASB Advisor for each semester that the officer holds office. Infraction of these stipulations shall imply an automatic resignation by the officer.

**Section 3.** The President of the ASB shall have Senior class standing for at least one semester while holding office, and have two previous consecutive semesters at CCHS before running for office. The President of ASB, must also have held at least one year of office on the CCHS Board of Directors.

**Section 4.** Qualified members of the ASB shall be placed on the ballot for the Board of Directors by filing any notice of intent to run with the Advisor to the Board of Directors and by a nomination committee of at least 50 students of CCHS.

**Section 5.** Any candidate running for ASB Director of Publicity, ASB Director of Design, and ASB Director of Media must have one of the following qualifications:

- A. The ASB candidate for ASB Director of Publicity must have strong hand design experience with paints and decorations.
- B. The ASB candidate for ASB Director of Design must be computer literate, and have taken, or be currently enrolled in, Computer Graphics or equivalent before entering the office.
- B. The ASB candidate for ASB Director of Media must be video and camera literate, and have take, or be currently enrolled in, Photography I or equivalent before entering the office.

**Section 6.** The ASB Director of Finance is not an elected position. Candidates may apply for the position but must have the following qualifications:

- A. Equitable academic experience with the passing grade in a course related to the field of bookkeeping/accounting;

**Section 7.** The ASB Director of Activities shall have at least Junior Standing.

**Section 8.** In the event of the resignation or the dismissal of any member of the Board of Directors, the spot shall be filled by the runner up from the previous election of the position. If there is no runner up from that election, the Board of Directors shall gather together and place a vote of any member of the Student Body who meets the qualifications of the position. It is the job of the President of ASB and the Advisor to ASB to submit a possible pool of eligible candidates for the election.

#### ARTICLE XIII ORGANIZATIONS

**Section 1.** The Board of Directors shall pass a Bylaw providing for the organization of the Student Congress of Calvary Chapel High School whose purpose is to represent the opinions and desires of the student body to the ASB Board of Directors. The Student Congress will also address and present solutions for issues to the ASB Board of Directors that are important to the student body.

**Section 2.** The Board of Directors shall pass a Bylaw providing for the organization of Class Representatives whose purpose is to represent the opinions and desires of their class to the ASB Board of Directors.

**Section 3.** The Board of Directors shall pass a Bylaw providing for the organization of Class Cabinet representatives whose purpose is to regulate class competitions and foster class spirit.

#### ARTICLE XIV PARLIAMENT AUTHORITY

The rules contained in "Robert's Rules of Order Revised" shall govern the proceedings of all organizations of the ASB unless inconsistent with the stipulations of the Constitution, Bylaws, or Handbooks of ASB.

#### ARTICLE XV RIGHTS RESERVED FOR ACTIVE MEMBERS OF ASB

**Section 1.** A petition of twenty percent of the active members of the ASB shall be sufficient to initiate a recall election of any elected officer of the ASB or to call Congress into session.

**Section 2.** Amendments to the Constitutions of ASB shall require a two-thirds affirmative vote of those casting ballots in an election held at least one week after publication of the proposed amendment.

**Section 3.** When a bill which has been vetoed by the Board of Directors is called to a vote before the Congress, it must pass with a three-fourths affirmative vote of those casting ballots.

**Section 4.** Amendments may be proposed by any member of student congress, ex-officio or otherwise, when The Student Congress of Calvary Chapel High School is in session.

#### ARTICLE XVI STUDENT BILL OF RIGHTS

### **Section 1. Freedom of Speech and Press**

The ASB shall not abridge the freedom of speech or press as long as the regular and essential operation of the institution is not being disrupted nor are the policies and regulations of Calvary Chapel High School and the ASB being violated.

### **Section 2. Freedom of Assembly**

- A. The ASB shall not deprive any student, student organization or group of student the right to assemble, without due process.
- B. The ASB shall not deprive any student, student organization or group of student the right to dissent. The exercise of this right shall not restrict the freedom of movement, free expression of ideas, or rights of others.

### **Section 3. Due Process and Equal Protection**

The ASB shall not deprive any person of liberty or property without due process, nor shall the ASB deny to any person within its jurisdiction equal protection under the ASB Constitution and bylaws.

### **Section 4. Rights of the Accused**

- A. No person shall be subject for the same offense to be twice put in jeopardy by the ASB.
- B. No person shall be compelled in any case to be a witness against her/himself.
- C. No person shall be deprived of liberty or property without:
  - 1. Being informed of the accusation(s) against her/him;
  - 2. Being given the opportunity for a speedy hearing;
  - 3. Being given the opportunity to seek and consult counsel;
  - 4. Being confronted by the witnesses against her/him;
  - 5. Being allowed to cross examine the witnesses against him/ her;
  - 6. Being able to present witnesses in her/his defense.
- D. No person shall be denied the privilege of seeking appeals or rehearings.

### **Section 5. Freedom of Information**

The content of all official ASB documents, records, and other written and Recorded information shall be accessible for inspection and review except;

- A. Information involving personnel, litigation, or pending investment matters.
- B. When such access would violate another's right to privacy.

### **Section 6. The ASB shall not deprive any student the right:**

- A. To be provided a list of the types of information it maintains;
- B. To obtain copies of requested information without undue delay at a cost to the student not exceeding the cost to the ASB;
- C. To a response to reasonable requests for explanations and interpretations;
- D. To an opportunity for a hearing to challenge the content of such information.

### **Section 7. Privacy**

The ASB shall not access or permit access to educational records without the consent of the student except when obtaining directory information. The ASB shall not disclose personally identifiable information that is discrediting or incriminating, unless such disclosure is required to substantiate action taken by the ASB.